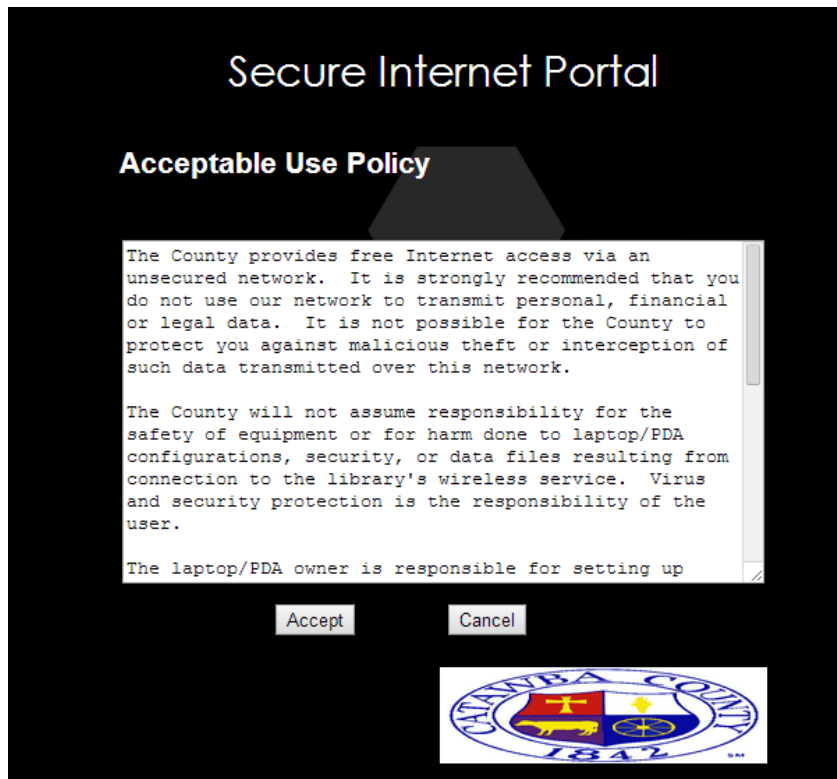


## How to access Remote Patron Printing

**Step 1:** Patron will need to attach to the guest wireless network – CCGLibrary

**Step 2:** Once attached and upon opening an Internet browser, patron will be redirected to the page below. Patron must click on “accept” to proceed and will be redirected to the County Government Library Website.



Patron will see this once they click “accept”



**Step 3:** Once patron is on the County Library site, please locate **Remote Patron Printing** and click on that link:



[About Us](#) [Locations](#) [Adults](#) [Youth](#) [E-Resources](#) [Services](#)

**Library Links**

- [Check Your Account](#)
- [Your Library Card](#)
- [Library News](#)
- [Free Computer Classes](#)
- [Genealogy and Local History](#)
- [Library Board](#)
- [Volunteers](#)
- [Library Home](#)
- [Catawba County Home](#)
- [Remote Patron Printing](#)

**Translate:**

Select Language ▼

Hmong

**New Book Alerts**  
Books, Movies & Music

## Whole Lotta Shakes Goin' On

◀ **Regional Read**  
"A Midsummer Night's Dream"

*See details below*

- **REGIONAL READ: Whole Lotta Shakes Goin' On**
  - Digital Teen Scene
  - Affordable Care Act

Search Library Resources:

**Step 4:** Patron will be taken to the Remote Patron Printing site to select the appropriate Library Branch.  
(For this tutorial, we will choose Maiden Branch Library.)



HOME | [Contact Us](#)

Search our site:

About UsLocationsAdultsYouthE-ResourcesServices

**Library Links**

- [Check Your Account](#)
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- [Library Home](#)
- [Catawba County Home](#)
- [Remote Patron Printing](#)

**Translate:**

  ▼  
Hmong

Please click on the appropriate Library Branch below to download software for Remote Patron Printing.

- [Maiden Branch Library](#)
- [Newton Main Library \(not yet available\)](#)
- [Claremont Branch Library \(not yet available\)](#)
- [Conover Branch Library \(not yet available\)](#)
- [Sherrills Ford Branch Library \(not yet available\)](#)
- [Southwest Branch Library \(not yet available\)](#)
- [St Stephens Branch Library \(not yet available\)](#)

**Step 5:** Select the appropriate Branch Library by clicking on the link; Patron will be redirected to this page. (Choose the appropriate version of software to install – NOTE: Only available on Windows PC and MAC at this time)

#### Print from your Portable Computer



You can easily connect to our printing system from your portable computer and use any of the payment options normally available when printing from Library computers. Click on the link below to start the auto-installer. After the auto-installer completes, a Print Client will open on your machine. When you are finished and press close or shutdown your computer, the application will disappear.

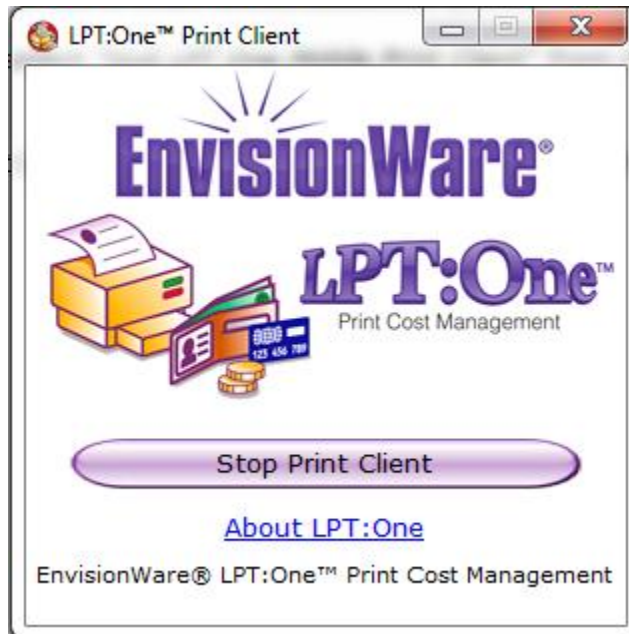
To run the Print Client for a Windows environment, click the link [here](#).

To run the Print Client on a Mac environment (Intel-only), click the link [here](#).

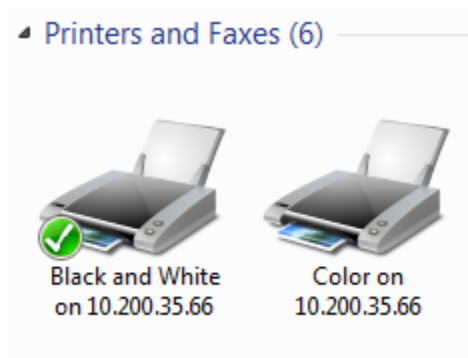
*Note: To close the Mac Print Client, select "Quit LPT One Mobile Print Client" from the LPT One Mobile Print Client menu.*

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**Step 6:** (For this tutorial, we will choose Print Client for a Windows environment) Click on the appropriate client to initiate the file download. Remember where the file was downloaded as patron will need to install the file that was downloaded. Install the file downloaded by double-clicking the file. Take defaults and once successful – patron will see this software on their computer:



Once successful, patron will be able to choose the printers that are available to them according to the branch library; in this tutorial – we have these options:

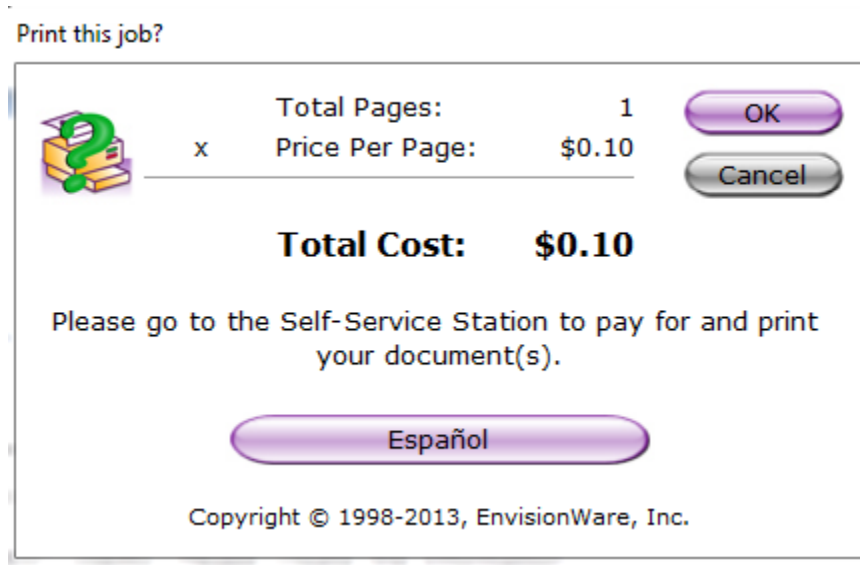


**Step 7:** Once ready to print, select an appropriate printer when printing and specify the user ID for the print job



The 'User Identification' dialog box prompts the user to enter information. It features a green person icon with the ID '012345' on the left. The main text says 'Please enter the following information.' Below this is a 'User ID' label and a text input field containing 'TEST'. A yellow arrow points to the input field. To the right are 'OK' and 'Cancel' buttons. Below the input field, it says 'GUEST USERS: Please create the information requested above and remember it for use at the Print Release Terminal.' At the bottom, there is a button labeled '香港繁体中文' and a copyright notice: 'Copyright © 1998-2013, EnvisionWare, Inc.'

Patron will receive a Print Confirmation message box denoting the appropriate fee; click OK to continue and the print job will be available at the Print Terminal. (See your Librarian for assistance, if needed)



The 'Print this job?' dialog box shows a printer icon with a green question mark. It displays 'Total Pages: 1' and 'Price Per Page: \$0.10' with a small 'x' between them. To the right are 'OK' and 'Cancel' buttons. Below this, it shows 'Total Cost: \$0.10' in bold. The text 'Please go to the Self-Service Station to pay for and print your document(s).' is followed by an 'Español' button. At the bottom is the copyright notice: 'Copyright © 1998-2013, EnvisionWare, Inc.'

Once the patron does a Shutdown/Restart on their computer, the software will automatically be deleted. To establish Remote Patron Printing, please start the process again.